**AS 91070:** Demonstrate an understanding of the basic principles of information management.

Name:

**Achieved**

*Demonstrate understanding of basic concepts of information management* involves:

* + - 1. identifying and describing key features of operating systems and common application software as they relate to the management of information

In this project I had to create a database for a dating agency. The agency needs to store the details of all the clients and be able to provide lists of suitable matches for dates, for example they might need to produce a list of all the males age between 18 and 24 that like classical music. There are two types of software required to get this job done. They are the operating system and the applications software.

The operating system is like the nervous system or the backbone of the computer. Without an operating system the computer will not do anything. The operating system takes care of all basic procedures in the computer. It manages the hardware in the computer and does basic jobs like looking after the file management.

There a three common varieties of operating systems, Windows, Linux and Mac. Windows is very common and runs on PC machines. You need a license to use it and everytime you pay for one money goes to Microsoft . Linux is an open source operating system, it is free to use and you can get a copy of it from the internet. It runs on PC machines. Mac computers have an operating system that only works on Mac machines. You can have more than one operating system on a machine, and you can boot it up in either one.

There are also different types of operating system……..

real time, multi-user, single user, multi-tasking, distributed. ( write about these)

Without an operating system you can’t load applications software. Applications software is software that does a particular job, for example word processors, spreadsheets, databases and graphics editing software are all examples of applications software. So are video editors or media players. Microsoft Office is a very common set of applications software, it includes Word, Excel, PowerPoint, Outlook and other programs. These applications do all the jobs that are common in an office job, like producing documents and letters ( Word), doing calculations and adding up lists of numbers ( Excel), showing slides for a presentation and storing and processing data (Access). There is a free open source alternative available called Libre office. People who know a lot about computers say Libre office is just as good as Microsoft products, but our country still pays billions of dollars a year to Microsoft so we still use their products in school. Applications software allows you to do lots of different jobs with the same hardware. You can’t tell what a computer can do unless you know what kind of software is loaded on it.

Identifying and describing file management procedures (appropriate file compression techniques for the exchange of digital information (such as zipping multiple files for emailing, managing threats to data.)

File management procedures are all about saving, storing, finding, naming, renaming and deleting files. Every file has to be allocated memory space on the hard disc, these operations are handled by the operating system. Files are often organised into folders so that they can be found easily. In this project I stored all the files related to the project in a single folder, this made is easy to back up the files. I regularly backed up the project files by emailing them to myself and saving them on my home computer. The folder had a sensible file name so that I could easily identify what was in it. The file also has filenames that told me what was in the file without having to open it (show using a screenshot). Every time I opened my work I saved it as a new version numbers so that if something happened to my files I would only lose one day’s work.

A paragraph here about why we zip files

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A paragraph here about managing threats to data like viruses, network security

* 1. describing ethical issues related to management of information (eg copyright, privacy, file security, appropriateness of the material in its context).

Make sure you answer these questions in your paragraphs

What is copyright? Why is it important? What is creative commons? In this project how did you make sure that you did not breach copyright law?

What laws govern who can access digital information and how it can be used. Try ……….. How did these laws apply to your work in this project.

What is file security? In this project how was unauthorised prevented? You are given internet access and network access at school what are some of the rules about file access that you have agreed to?

***Merit***

*Demonstrate in-depth understanding of basic concepts of information management* involves:

explaining the purpose of operating systems and the purposes of common application software to manage information

I think I’ve already covered this one in the achieved section above. I’m sure when they wrote this they had a clear idea what the difference between the key features and the purpose of an operating system was but they are not hear to explain it and my teacher doesn’t get it either . No doubt it’s on another document somewhere. The operating system takes care of file management, now is that a feature or a purpose?

Perhaps operating systems have existential moments, when they boot up in the morning perhaps they ask themselves “why am I here?” Is this a feature or purpose, a petty distinction because I’m aiming for excellence.

**Excellence**

explaining the purpose and conventions of file management procedures and use of storage devices.

I think some conventions of file management procedures have been outlined above, such as organising files onto folders, using sensible filenames, changing version numbers of your files. I learnt in this unit that if you remove the file extension, the bit after the dot like .gif, then the computer can’t open the file.

Describe the importance of backup. Compare the types of backup media in terms of cost, capacity, ease of use (USB, CD, DVD, Portable Hard drive)

eg

Cloud storage is when you save your work up to the internet somewhere. You don’t know where it is, like it might be a server farm in Finland. That’s not like a server farm where they milk them or anything that’s just like lots of computers under the ground to store all your stuff. When you attach a file to an email it gets stored on the email server where ever that is. If your computer dies and you have to go to Harvey Norman to get a new one when you get on the internet and check your email it will still be there.

**Excellence**

*Demonstrate comprehensive understanding of basic concepts of information management* involves:

explaining how application software and operating system software interact to manage information

Information passes from the operating system to the application software when the program loads, when a file is saved in the application the operating system handles the saving of the file. The two types of programmes work together when handling information. In this project I used Microsoft Access as the database and Windows as the operating system. Access allowed me to do all the database functions like add, editing and deleting records, or searching the data and producing reports. The Windows operating system stored the files I used on the hard drive so that when I came back the next day I could work on the files.

justifying the selection of application software to perform a task to manage information

In this task I had to design a tool to store records about the daters that signed up for the agency. I could have just used a table in a word processor. This would’ve let me name the columns and sort the database, and a mail merge from a table works a lot like a report. . I also wouldn’t have had to learn to use another different program. However I wouldn’t have been able to use features like an input form and every time I wanted a different kind of sort eg address instead of name I would have to resort the table. In a word table you are a bit limited for space. You can’t fit that many columns on the page. In a spreadsheet you got like a million columns, well not really but lots.

A spreadsheet would perform a lot of the functions of a database, like sorting, searching and filtering but like with the word processor these can’t be save separately every time you want a new filter you have to reset all the filters. Some spreadsheets like Excel have an input form function but they are pretty budget – you can’t change the layout, or add extra bits of text to the form. Excel is designed mainly for financial calculations not just storing data. Access is a database application which has been designed especially for the purpose of storing and processing information. The dating agency need to store and process information about their clients, there will be some financial calculations but mainly it will be about getting lists of text. Can’t use a hammer to sew a dress right?

There are many different types of database available. If you are like me and are a student at school you probably don’t have much choice about the software you use. The only database the school has loaded is Access so that is the one I am going to use. Libre office has a free database application and I could use it at home, but instead the school uses the latest Microsoft version so I am forced to use a cracked version at home because I can’t afford the license. I asked about using PHP and MySQL but my teacher doesn’t know how to use it.